



U.S. Department of Housing and Urban Development



TENANT RENTAL ASSISTANCE CERTIFICATION SYSTEM

TRACS Release 202B Industry Specifications

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FINAL

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Chapter 1: Introduction

1.1 Background

In 2003, HUD published a revised version of *HUD Handbook 4350.3; Occupancy Requirements of Subsidized Multifamily Housing Programs*, and Housing developed the New Voucher Forms that would affect submissions to TRACS. HUD's multifamily housing business partners are required to demonstrate compliance with the 4350.3 requirements and the New Voucher Forms through the data they submit to HUD by way of TRACS. The requirements in this document modify TRACS to permit HUD's business partners to comply with the regulations, and to enable TRACS to validate the submitted data within the limits of the legacy data model.

TRACS' tenant certification process modifications include new certification validations in order to comply with the Non-Citizen rules from the HUD 4350.3 REV-1.

TRACS Voucher Payment Process modifications include CA related edit changes, adding compliance messages, adding an abated units field to the Voucher MAT, and modifying unit counts. The Voucher Batch and the Special Claim Approval Systems will also be modified to identify and reject invalid special claim submissions from Rent Supplement, RAP and Rent-up Vacancy vouchers.

Implementation of TRACS Release 2.0.2.B will require a three-month, minimum, transition period during which TRACS will receive data under both the Release 2.0.1.B and Release 2.0.2.B formats. System modifications will be required to facilitate the Release transition, and database table conversions will be required to provide a stable platform for continued operations.

1.2 Using this document

This document consists of two parts: (a) The front-end narrative of the Industry Specifications, and (b), an attachment intended for the next Voucher MAT guide, Chapter 6, TRACS MAT Voucher/Payment System Record Formats & Definitions.

Chapter 2: Design Considerations

2.1 System Description

Multifamily Housing (MFH) business partners are required to conform to the New Voucher Rules and comply with HUD rules and regulations as published in the HUD Handbook 4350.3 REV-1. The changes designate the MFH business partners to submit voucher and certification data in the new format to TRACS where the data is validated and used to condition the monthly assistance payments. Consequently, it is imperative that TRACS also comply with the New Voucher Form and 4350.3 Rev – 1 changes. If the MFH business partners make data changes, but TRACS does not make modifications, correct transactions submitted by the MFH business partners may be disallowed by TRACS resulting in delayed payments and incomplete data in the TRACS database. This *4350.3 Upgrade* is needed to enable TRACS to accept the New Voucher Form and HUD 4350.3 –REV-1 compliant data from the MFH business partners.

The *Upgrade* is required to permit TRACS to conform to the New Voucher Forms and to comply with the voucher HUD 4350.3 REV-1 requirements. The *TRACS Release 2.0.2.B Industry Specification* defines the requirements for data that the MFH business partners are to submit to TRACS and that TRACS is to validate or accept as submitted. The following system functions are included in the *Upgrade*.

2.2 Temporary Deferral of Termination Household Assistance Status Code

With the implementation of TRACS Release 202B, TRACS will reject MAT10 certifications submitted after March 1, 2005 with the Household Assistance Status Code ‘T’, Temporary Deferral of Termination.

To allow the Industry to maintain certifications submitted to TRACS with a “T” code prior to March 1, 2005, the following exceptions apply.

- MAT10 correction transactions may be submitted to TRACS to correct a “T” code certification with a transaction effective date prior to the March 1, 2005 cut-off date. The certification’s transaction effective date/ “T” code combination must match a certification already in TRACS.
- MAT10 retroactive transactions may be submitted to store a “T” code certification with a transaction effective date prior to the March 1, 2005 cut-off date. The household must have a history of a deferral (“T” code).

2.3 Pending Verification Member Eligibility Code

The ‘PV’, Pending Verification, Member Eligibility Code will be changed to be used as a temporary code. The code will mean that the individual’s eligibility is being verified, documents have been submitted, and the member receives Full Assistance until such time that the eligibility is verified from the Department of Homeland Security (DHS). Once the eligibility is verified, the Member Eligibility Code must be updated accordingly.

2.4 CA Related Edits For Voucher:

There is still confusion within the Industry concerning the rules for identifying when the CA Id should be submitted to TRACS with a voucher transaction. There are two controlling events affecting when a voucher can be accepted from a PBCA and when a voucher payment is paid to the PBCA.

The first event is marked by the date the contract is assigned to the PBCA. This date is conveyed to TRACS through a file provided monthly by MFH. Starting with the date the contract is assigned to the PBCA, the CA Id must be submitted with the voucher transactions sent to TRACS from the PBCA. This includes vouchers for periods that pre-date the date the contract was assigned to the PBCA. Vouchers that pre-date the contract assignment date will be accepted by TRACS without a CA Id when submitted by the O/A.

The second event is marked by the date the PBCA is to start receiving the payment for the voucher. This Payment Start Date is approved by the Office of Housing Assistance Contract Administration Oversight (HACAO) and entered into LOCCS. It is conveyed to TRACS via the nightly voucher response file returned to TRACS as part of the voucher processing procedure. Vouchers submitted for periods on or after the Payment Start Date must be submitted with the CA Id. Vouchers submitted for periods prior to the Payment Start Date will be paid to the O/A.

TRACS will be modified to ensure that these rules are followed.

2.5 Add Compliance Messages to Voucher Processing

When the compliance percentage for a contract, as evidenced by tenant certifications, falls below the threshold established by MFH, the voucher for that contract is held pending until the compliance percentage reaches or exceeds the threshold. Although the compliance percentage is available to O/As with Internet access, those without Internet access cannot review the compliance information unless TRACS sends them a message. Vouchers submitted under Release 2.0.2.B will have expanded messaging to keep users advised of their status.

TRACS always sends an acknowledgement to whoever sent the voucher to TRACS. The compliance percentage will be added to the acknowledgement message when Release 2.0.2.B is implemented.

- Whenever the compliance percentage is recalculated for a contract with a pending voucher in TRACS, a message will be sent to whoever submitted the voucher advising them of the current percentage.
- Whenever a reviewer takes an action that changes the status of a voucher being held for a compliance percentage violation, a message will be sent to whoever submitted the voucher to TRACS.

2.6 Add Special Claim Edits

The Voucher Batch System and the Special Claim Approval System will be modified for Release 2.0.2.B, to reject Rent Supplement and RAP vouchers submitted with special claims. In addition, they will reject Rent-up Vacancy special claims or vouchers with Rent-up Vacancy special claims submitted for Section 8 Loan Management Set-Aside contracts.

2.7 Add field to hold the count of Number of Abated Units

A new field #9 in the MAT30, Section 2 record (Number of Units Abated) has been inserted. Field numbers and positions have been adjusted starting with the old field 9 through field 16. Field positions after field 16 are unchanged

2.8 Drop the Low Income Units field

The old field #16 (Low Income Units) in the MAT30, Section 2 record has been dropped. It is not a field on the new voucher form.

2.9 Definitions of Unit Counts on Voucher

TRACS will be modified to verify that voucher form field #6a (MAT30 Section2 field #7) equals the sum of 6b through 6e (MAT30 Section2 field #8 -#11). All counts in items 6a-6e are assumed to be those that are true at the time the voucher is created.

General Occupancy Information:

A. Total Units in Contract: Maximum number of residential spaces for which assistance may be claimed under the contract. If multiple occupancy is permitted, then the type of residential space qualifying for assistance—e.g., “beds”—must be specified in the assistance contract.

B. Number of Units Receiving Subsidy Under the Contract: The number of residential spaces in (6a.) for which regular assistance is claimed for the entire month.

C. Number of units abated under this contract: Residential spaces in (6a.) where a formal cessation of assistance is in effect for the voucher month, e.g. due to natural disaster or health and safety reasons.

D. Number of Units Vacant Under This Contract: The numbers of residential spaces in (6a.) that are no longer occupied.

E. Number Occupied by Market Rate Tenants: The number of residential spaces in (6a.) occupied by tenants responsible for paying market rent in the voucher month. If (6a..) includes a unit occupied by the property manager, account for it in this category.

2.10 New Miscellaneous Request Type

A new Miscellaneous Request Type, Field 3 in the MAT30 Section 6 Record, will be added for Contract Administrators only. The new request type ‘ADMN’, is valid only when submitted by a CA to request an admin fee payment and allows for recording Traditional CA Administrative Fees with a Separate Fee contract and Voucher submission using the Miscellaneous Accounting Request record.

2.11 Voucher Printing

We are awaiting more detailed guidance from Housing with respect to printing. In the meantime, the following can be assumed:

- Require printing in Landscape for Windows-based software with an exception for DOS-based software (to accommodate dot-matrix printing) to allow printing in portrait.
- Remove Signature line and disclaimer from all detail pages and ensure the voucher summary page disclaimer is inclusive of disclaimer from voucher detail page.
- Allow for the printing of more than six (6) lines for the voucher detail page.
- Add section-break totals and page totals to the detail pages.
- Allow the printing of the detail of the Miscellaneous Accounting Requests on the detail page of the voucher detail form.
- Permit printing of adjustments on the Voucher Detail Form.
- HUD to issue guidance for type/font size and printing specifications for the voucher forms.

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- Allow for recording Traditional CA Administrative Fees with a Separate Fee contract and Voucher submission using the Miscellaneous Accounting Request record.

Chapter 3: Tenant MAT Guide Changes

3.1 Modifications to MAT10 Section 2: Basic Record

- Field 79 – Household Assistance Status Code – Definition Updated
 - Required by TRACS for tenants with a Project Move-In Date on or after 6/19/95. Also required for all in-place tenants no later than 6/19/96. If not submitted when required, TRACS will generate a discrepancy message. This field relates to HUD's restrictions on assistance to non-citizens. Enter one of the codes listed below. Consult with paragraph 3-12 and the Glossary for the definitions of terms used in this field and for guidance in determining which code to use.
 - Valid values are:
 - N = Subsidy Type is **not** subject to the Non-Citizen Rule.
 - F = Full Assistance while the verification of eligibility is pending. A family is in this status if any member is awaiting verification of eligibility.
 - E = All members of the family are eligible under the Non-Citizen Rule. The family receives full assistance.
 - C = Continued Assistance. The mixed family, resident on/before June 19,1995, qualifies for continuation of full assistance under the Non-Citizen Rule.
 - P = Prorated Assistance. The family qualifies for and receives Prorated Assistance under the Non-Citizen Rule.

NOTE:

With the implementation of TRACS Release 202B, TRACS will reject MAT10 certifications submitted after March 1, 2005 with the Household Assistance Status Code 'T', Temporary Deferral of Termination.

To allow the Industry to maintain certifications submitted to TRACS with a "T" code prior to March 1, 2005, **the following exceptions apply.**

- MAT10 correction transactions may be submitted to TRACS to correct a "T" code certification with a transaction effective date prior to the March 1, 2005 cut-off date. The certification's transaction effective date/ "T" code combination must match a certification already in TRACS.

- MAT10 retroactive transactions may be submitted to store a “T” code certification with a transaction effective date prior to the March 1, 2005 cut-off date. The household must have a history of a deferral (“T” code).

3.2 Modifications to MAT10 Section 3: Family Record

- Field 12 – Member Eligibility Code – Definition Updated
 - Required by TRACS for tenants with a Project Move-In Date on or after 6/19/95 and a Household Assistance Status Code other than “N.” It is also required for all in-place tenants to whom it applied no later than 6/19/96. If not submitted when required, TRACS will generate a discrepancy message.
 - Enter one of the following codes for each household member. Consult with handbook paragraph 3-12 and the Glossary on what the terms below mean. Obtain the information about each individual by reviewing the tenant/applicant declaration.

Note: Spaces = not applicable (BMIR, PAC, PRAC, Market)

- EC = individual is a citizen or national
- EN = individual is a noncitizen with eligible immigration status
- IC = Ineligible noncitizen child of a family head or spouse
- IN = Member is an Ineligible Non-Citizen
- IP = Ineligible Parent of a Head of Household or spouse
- PV = Individual’s eligibility status is pending verification- documents have been submitted and member is treated as eligible for Full Assistance until such time eligibility has been verified from DHS. At such time that the member’s eligibility has been verified, the code must be updated accordingly.
- XX = Individuals who are not counted as members of the family (i.e., foster children, live-in attendants, foster adults). Field 7 shows a relationship code of “F” or “L” for these individuals.

Chapter 4: Voucher MAT Changes and Additions

See Appendix A to this document for the proposed MAT Voucher record formats (MAT Guide Chapter 6).

4.1 Modifications to (VCHHR) Voucher Header Record

- Field 6 - OA-Defined Data - Definition updated.

Reserved for O/A or site use. This field may contain any value the sender wishes to use. Its purpose is to provide a way for the sender to track their transmissions, to specify their own software releases or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment.

Note: Contract Administrators should not modify this field. Use the Agency Defined Data field (field #31).

- Field 16 - Project Name – Definition updated.
 - Enter the name of the project for which the voucher transaction is being submitted. TRACS will use this project name for all transactions under this VCHHR.
 - Enter the project name that appears on the regulatory agreement or subsidy contract.
- Field 19 – Project Number – Definition updated.
 - Mandatory for Rent Supplement, RAP, PAC and PRAC subsidy types. Project Number is also required for Section 8 contracts associated with projects that have an FHA project number. TRACS will use this project number for all transactions under this VCHHR. The project number submitted must match the project number in the TRACS Project database.

NOTE: Do not use “0000FMHA” as a project number in FmHA projects. Do not enter a project number for FmHA projects. Sample entries are provided below:

FHA Insured Projects – 12144026

Elderly Housing Projects – 121EH001

Other Noninsured Projects – 121001NI

- Field 20 - Contract Number – Definition updated.
 - Mandatory for Section 8, 202 PAC, 202 PRAC and 811 PRAC subsidy types. TRACS will use this contract number for all transactions under this VCHHR. The contract number submitted must match the contract number in the TRACS Contract database.
- Field 24 – OA Software Vendor – Definition updated.

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- Name of the software product used by the owner/agent or service bureau to create this submission. If the software was developed in-house, enter “Developed In-house”.

Note: This field should not be entered manually. It should be emitted by the software generating the record.

- Field 25 – OA Software Release/Version – Definition updated.
 - The release or version number associated with the software used by the owner or service bureau to create this submission. Enter “N/A” if no release or version identification exists.

NOTE: This field should not be entered manually. It should be emitted by the software generating the record.

- Field 26 – CA ID – Definition updated.
 - Mandatory for Performance-based Contract Administrators (PBCAs) and traditional Contract Administrators (CAs) who have been converted to the PBCA payment model/process: Enter the five-character CA ID assigned by the HUD accounting system; otherwise leave blank.
- Field 27 – Filler has replaced Sender’s Telecom Address – Definition updated.
 - Sender’s Telecom Address has been discontinued. TRACS obtains this information from the Sprint Header. All messages related to the Transmission are returned to this address.
- Field 29 – CA Software Vendor – Definition updated.
 - Mandatory for Contract Administrators or other entities receiving submission and forwarding them to TRACS.
 - Name of the software product used by the CA or third party to create this submission. If the software was developed in-house, enter “Developed In-house”.

NOTE: This field should not be entered manually. It should be emitted by the software generating the record.

- Field 30 – CA Software Release/Version – Definition updated.
 - Mandatory for Contract Administrators or other entities receiving submission and forwarding them to TRACS.
 - The release or version number associated with the software used to create this file. Enter “N/A” if not Release or Version identification exists.

NOTE: This field should not be entered manually. It should be emitted by the software generating the record.

- Add Field 32 – Elderly Type. This will be Mandatory on Condition, Field Length – 3, Field Type - Alphanumeric and will include 2 valid codes. Blank is valid.

Valid Codes:

- 231 = the project is covered by Section 231. See Handbook 4350.3, paragraph 3-18.
- 202 = the project is an Individual Section 202, Section 202/8, Section 202 PAC, or Section 202 PRAC. See Handbook 4350.3, paragraph 3-19.

4.2 MAT30 Section 1: Assistance Payment Header Record

- Field 6 – Section 3 Regular Payment Count. The field number referenced on the HUD-52670 form has changed. Field 6 now references 52670 #9.a.
- Field 7 – Section 4 Adjustment Payment Count. The field number referenced on the HUD-52670 form has changed. Field 7 now references 52670 #9.b.
- Field 8 – Section 5 Approved Special Claims Count. The field number referenced on the HUD-52670 form has changed. Field 8 now references 52670 #9.c.
- Field 9 – Section 6 Miscellaneous Accounting Count. The field number referenced on the HUD-52670 form has changed. Field 7 now references 52670 #9.d.

4.3 Modifications to MAT30 Section 2: Payment Summary Record

- Field 6 – Field Name Management Agent EIN Number changed to Employer Identification Number (EIN) and the Definition updated.
 - Management Agent EIN Number.
- Field 7 – Field Name Units in Contract changed to “Total Units in Contract”. Definition updated.
 - Zero can be a valid entry.
 - Maximum number of residential spaces for which assistance may be claimed under the contract. If multiple occupancy is permitted, then the type of residential space qualifying for assistance – e.g. “beds” – must be specified in the assistance contract.
- Field 8 - Field Name Contracted Units Receiving Subsidy changed to Number of Units Receiving Subsidy. Definition updated.
 - Zero can be a valid entry.
 - The number of residential spaces in (6a.) for which regular assistance is claimed for the entire month.
- Field 9 – Add New Field - Field Name - Number of Units Abated, Mandatory, 4 position numeric field, Voucher field changed to (6c.) and the definition updated.
 - Zero can be a valid entry.
 - The number of residential spaces in (6a.) where a formal cessation of assistance is in effect for the voucher month, e.g. due to natural disaster or health and safety reasons.

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Note: New field in 2.0.2.B

- Field 10 (previously Field 9) – Field Name – Contracted Units that are Vacant changed to Number of Units Vacant, Voucher field changed to (6d.) and the definition updated.
 - Zero can be a valid entry.
 - The number of residential spaces in (6a.), which are no longer occupied.
- Field 11 (previously Field 10) – Field Name --Contracted Units Occupied by Market Rent Tenants. Definition updated.
 - Zero can be a valid entry.
 - The number of residential spaces in (6a.) occupied by tenants responsible for paying market rent in the voucher month. If (6a.) includes a unit occupied by the property manager, account for it in this category.
- Field 12 (previously Field 11) – Field Name Exception Used Project Count changed to Project-Based Exceptions in Use, Voucher field changed to (7a.) and the definition updated.
 - Project Based Exceptions in Use.
 - Obtain from column 12 of form HUD – 52670-A part1, Schedule of Tenant Assistance Payments Due, by counting all EP codes.
- Field 13 (previously Field 12) – Field Name Exception Allocated Project Based Count changed to Project-Based Exceptions Allocated, Voucher Field changed to (7b.) and the definition updated.
 - Enter the number of exceptions the HUD Field Office has:
 - Approved for situations 2 through 6 of 4350.3, Exhibit 3-1; and
 - NOT taken back.
- Field 14 (previously Field 13) – Field Name Exception Used Tenant Based Count changed to Tenant-Based Exceptions in Use, Voucher Field changed to (7c.) and the definition updated.
 - Obtain from column 12 of form HUD-52670-A part 1, Schedule of Tenant
 - Assistance Payments Due, by counting all codes that begin with an “E” and end with “T”.
- Field 15 (previously Field 14) – Field Name Total Exception Count changed to Total Exceptions, Voucher Field changed to (7d.) and the definition updated.
 - The sum of 7B and 7C.
- Field 16 (previously Field 15) – Field Name Exception Last Change Date changed to Project Based Exceptions – Date Last Changed, Voucher Field changed to (7e.) and the definition updated.

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- Enter the date of the last HUD letter that increased or decreased the number of exceptions allocated to this project. Leave space blank if HUD has never given this contract any project-based exceptions.

Note: The old Field 16 (Low Income Tenant Units) has been dropped from the MAT. It is no longer a field on the new voucher form.

- Field 18 – Field Name Total Regular Payment Amount changed to “Regular Tenant Assistance Payments”. Definition updated.

- Amount of Regular Assistance Payment requested. Permit negatives. Zero can be a valid entry.

NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. –000000575. Positive values are unsigned.

- Field 20 – Field Name Total Adjusted Payment Amount changed to “Adjustments to Regular Tenant Assistance Payments”.
- Field 22 - Field Name Total Approved Unpaid Rent Special Claims Payment Amount changed to “Unpaid Rent”.
- Field 23 – Field Name Total Approved Tenant Damages Special Claims Payment Account changed to “Tenant Damages”.
- Field 24 – Field Name Rent-up Vacancy Special Claims Payment Amount changed to “Rent-Up Vacancies”.
- Field 25 – Field Name Regular Vacancy Special Claims Payment Amount changed to Regular Vacancies.
- Field 26 – Field Name Debt Service Special Claims Payment Amount changed to “Debt Service”.
- Field 28 – Field Name Total Voucher Amount changed to “Total Subsidy Authorized”. Definition updated.
 - Permit negatives.
 - Total of all amounts in 52670, Part III, Column 10.

Note: Enter negatives as right-justified, zero-filled negative numbers, e.g. –000000585. Positive values are unsigned.

- Field 34 – Field Name Total Regular Payment Amount Approved by CA – Definition updated.
 - Contract Administrator Use Only. Amount of Regular Assistance Payment approved by the CA. Permit negatives.

NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. –000000575. Positive values are unsigned.

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- Field 35 – Field Name Total Adjustment Payment Amount Approved by CA – Definition updated.
 - Contract Administrator Use Only. Amount of adjusted AP requested. Permit negatives. Zero can be a valid entry.

NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.

- Field 36 – Field Name CA Approved Unpaid Rent Special Claims Payment Amount – Definition updated.
 - Contract Administrator Use Only. Sum of Approved Unpaid Rent Special Claim Amounts. Zero can be a valid entry.
- Field 37 – Field Name CA Approved Tenant Damages Special Claims Payment Amount – Definition updated.
 - Contract Administrator Use Only. Sum of Approved Tenant Damages Special Claim Amounts. Zero can be a valid entry.
- Field 38 – Field Name CA Approved Rent-up Vacancy Special Claims Payment Amount – Definition updated.
 - Contract Administrator Use Only. Sum of Approved Rent-up Vacancy Special Claim Amounts. Zero can be a valid entry.
- Field 39 – Field Name CA Approved Regular Vacancy Special Claims Payment Amount – Definition updated.
 - Contract Administrator Use Only. Sum of Approved Rent-up and Regular Vacancy Special Claim Amounts. Zero can be a valid entry.
- Field 40 – Field Name CA Approved Debt Service Special Claims Payment Amount – Definition updated.
 - Contract Administrator Use Only. Sum of Approved Debt Service Special Claim Amounts. Zero can be a valid entry.
- Field 41 – Field Name Total Amount of Miscellaneous Accounting Requests Approved by CA – Definition updated.
 - Contract Administrator Use Only. Sum of CA Approved Miscellaneous Accounting Requests. Permit negatives. Zero can be a valid entry.

NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.

- Field 42 – Field Name Total Voucher Amount Approved by a CA – Definition updated.

- Contract Administrator Use Only. Permit negatives. This amount includes the sum of CA Approved Regular Payment Amount (field #34) and CA Approved Adjusted Payment Amount (field #35), CA Approved Special Claim Amounts (#36 through #40) and the CA Approved Miscellaneous Accounting Requests (#41).

NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575.

4.4 Modifications to MAT30 Section 6: Miscellaneous Accounting Request

- Field 3 – Field Name Misc. Request Type - Definition updated.
 - Value Codes are
 - SERV = Service Coordinators
 - DRUG = Drug Related Expenses
 - FORQ = Field Office initiated accounting adjustment
 - OARQ = Owner/Agent initiated accounting adjustment

Note: The following request type is valid only when submitted by a PBCA to report the amount of Interest Earned on the specific Project Account to HUD.

- INTA = Interest adjustment submitted by PBCA

Note: The following request type is valid only when submitted by a CA to request an admin fee payment.

- ADMN = Amount of admin fee for a contract.

Appendix A

CHAPTER 6 TRACS MAT VOUCHER/PAYMENT SYSTEM RECORD FORMATS AND DEFINITIONS

VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Must equal "VCHHR."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.B." TRACS Release = 2.0.2. TRACS Version = B
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under this VCHHR. Multiple VCHHRs may be submitted in a single transmission, each for a specific Project Number, Contract Number and Subsidy Type combination. Each VCHHR must be paired with a VCHND occurring prior to the next VCHHR.
4	M	Date Stamp	18	8	Date (MMDDYYYY)	This is a system date stamp representing the date this file was created by its originator. No dashes or spaces should be used in this field.
5	M	Time Stamp	26	6	Time (HHMMSS)	This is a system time stamp inserted in the header record when the file is created by its originator. No colons should be used in this field.

VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
6		OA-Defined Data	32	20	Alphanumeric	Reserved for O/A or site use. This field may contain any value the sender wishes to use. Its purpose is to provide a way for the sender to track their transmissions or to specify their own software releases, or for any other purpose. The contents of this field will be returned in the HUD transmission acknowledgment. Note: Contract Administrators should not modify this field. Use the Agency Defined Data field below.
7	M	Sender Name	52	15	Alphanumeric	Sender's name.
8		Sender Street Address	67	20	Alphanumeric	Sender's address.
9	M	Sender City Name	87	15	Alphanumeric	Sender's city.
10		Sender State	102	2	Alphanumeric	Sender's state.
11		Sender Zip Code	104	5	Alphanumeric	Sender's zip code.
12		Number MAT30	109	5	Numeric	The number of MAT30 section 1 records in this transmission. (Do not count any other section records in this count). Enter zero if no MAT30s are submitted in this transmission, but MAT31s are submitted. NOTE: Must equal "1" or "0" (zero).
13		Number MAT31	114	5	Numeric	The number of MAT31 Delete Voucher records in this transmission. Enter zero if there are no MAT31s.
14	F	Number MAT35	119	5	Numeric	Value must equal zero.
15		Filler	124	25		

VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
16		Project Name	149	35	Alphanumeric	<p>Enter the name of the project for which the voucher transaction is being submitted. TRACS will use this project name for all transactions under this VCHHR.</p> <p>Enter the project name that appears on the regulatory agreement or subsidy contract. This will be the current project name in the Contracts database.</p>
17	M	Subsidy Type	184	1	Alphanumeric	<p>TRACS will use this subsidy type for all transactions under this VCHHR. Valid codes are:</p> <p>1 = Section 8 2 = Rent Supplement 3 = RAP 7 = Section 202 PRAC 8 = Section 811 PRAC 9 = Section 202 PAC</p>
18	F	Property ID	185	10	Numeric	
19	MOC	Project Number	195	8	Alphanumeric	<p>Mandatory for Rent Supplement, RAP, PAC and PRAC subsidy types. Project Number is also required for Section 8 contracts associated with projects that have an FHA project number. TRACS will use this project number for all transactions under this VCHHR. The project number submitted must match the project number in the TRACS Project database.</p> <p>NOTE: Do not use “0000FMHA” as a project number in FmHA projects. Do not enter a project number for FmHA projects.</p> <p>Sample entries are provided below: FHA Insured Projects – 12144026 Elderly Housing Projects – 121EH001 Other Noninsured Projects – 121001N1</p>

VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
20	MOC	Contract Number	203	11	Alphanumeric	Mandatory for Section 8, 202 PAC, 202 PRAC and 811 PRAC subsidy types. TRACS will use this contract number for all transactions under this VCHHR. The contract number submitted must match the contract number in the TRACS Contract database.
21	M	Total Records Sent	214	6	Numeric	The total number of physical records sent in this transmission including this header record and the VCHND record. A physical record is each VCHXX, each MATXX record, and each section record for those MATXX records that have section records.
22	M	Project's Telecom Address	220	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. Example: TRACM12345 (Formerly Mailbox ID).
23	M	OA Transmission Date	230	8	Date (MMDDYYYY)	This is a system date stamp representing the date this file was created by the Owner or Agent to send to TRACS or the CA. No dashes or spaces should be used in this field. NOTE: If the electronic MAT30 or MAT31 submission originates with the OA or its agent, a CA is not to overwrite this field. If the submission originates with the CA (no MAT30s submitted by OA) this date and the CA Transmission Date (Field # 28) are the same.
24	M	OA Software Vendor	238	20	Alphanumeric	Name of the software product used by the owner/agent or service bureau to create this submission. If the software was developed in-house, enter "Developed In-house". Note: This field should not be entered manually. It should be emitted by the software generating the record.

VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
25	M	OA Software Release/Version	258	10	Alphanumeric	The release or version number associated with the software used by the owner or service bureau to create this submission. Enter "N/A" if no Release or Version identification exists. Note: This field should not be entered manually. It should be emitted by the software generating the record.
The following fields are required for CAs or entities receiving submissions and forwarding them to TRACS						
26	MOC	CA ID	268	5	Alphanumeric	Mandatory for Performance-based Contract Administrators (PBCAs) and traditional Contract Administrators (CAs) who have been converted to the PBCA model: Enter the five-character CA ID assigned by the HUD accounting system; otherwise leave blank.
27		Filler	273	10	Alphanumeric	Sender's Telecom Address has been discontinued. TRACS obtains this information from the Sprint Header. All messages related to the transmission are returned to this address.
28	MOC	CA Transmission Date	283	8	Date (MMDDYYYY)	Mandatory for CA or other entities receiving submissions and forwarding them to TRACS. This is a system date stamp representing the date this file was sent to TRACS by the CA or third party. No dashes or spaces should be used in this field.
29	MOC	CA Software Vendor	291	20	Alphanumeric	Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS. Name of the software product used by the CA or third party to create this submission. If the software was developed in-house, enter "Developed In-house." Note: This field should not be entered manually. It should be emitted by the software generating the record.

VCHHR Voucher Header Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
30	MOC	CA Software Release/Version	311	10	Alphanumeric	<p>Mandatory for Contract Administrators or other entities receiving submissions and forwarding them to TRACS. The release or version number associated with the software used to create this file. Enter “N/A” if no Release or Version identification exists.</p> <p>Note: This field should not be entered manually. It should be emitted by the software generating the record.</p>
31		Agency Defined Data	321	20	Alphanumeric	Reserved for CA or other entities receiving submissions and forwarding them to TRACS. This field may contain any value the agency wishes to use. Its purpose is to provide a way for the agency to track their transmissions or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgment.
32	MOC	Elderly Type	341	3	Alphanumeric	<p>Valid Codes: 231 = the project is covered by Section 231, See Handbook 4350.3, paragraph 3-18.</p> <p>202 = the project is an Individual Section 202, Section 202/8, Section 202 PAC, or Section 202 PRAC. See Handbook 4350.3 paragraph 3-19.</p> <p>Otherwise leave blank.</p>

MAT30 Section 1: Assistance Payment Header Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Record Identifier	1	5	Alphanumeric	Value must equal "MAT30."
2	M		Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.B." TRACS Release = 2.0.2. TRACS Version = B
3	M		Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
4	M		Section Indicator	18	1	Alphanumeric	Value must equal "1."
5	M		Section 2 Summary Count	19	4	Numeric	Number of basic records. Value must equal "1."
6	F	52670 #9.a	Section 3 Regular Payment Count	23	4	Numeric	Number of regular payment records.
7	F	52670 #9.b	Section 4 Adjustment Payment Count	27	4	Numeric	Number of adjusted payment records.
8		52670 #9.c	Section 5 Approved Special Claims Count	31	4	Numeric	Number of Special Claims records.
9		52670 #9.d	Section 6 Miscellaneous Accounting Count	35	4	Numeric	Number of Miscellaneous Accounting Transaction records.

MAT30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal "2."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Voucher ID	7	10	Numeric	If voucher is a first time submission for the contract number and voucher month/year, must enter 9999999999. If it is a correction to a previously submitted voucher with the same contract number and voucher month/year, the Voucher ID returned to acknowledge the previous submission must be submitted in the correction.
4	M	52670 #8.a	Voucher Date	17	8	Date (MMDDYYYY)	Enter the month and year for which the assistance is requested. NOTE: DD is always "01."
5		52670 #5a	Management Agent Name	25	35	Alphanumeric	Enter the agent's company name.
6		52670 #5b	Employer Identification Number (EIN)	60	9	Alphanumeric	Management Agent EIN Number

MAT30 Section 2: Assistance Payment Summary Record (from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
7	M	52670 #6.a	Total Units in Contract (Formerly Units In Contract)	69	4	Numeric	Zero can be a valid entry. Maximum number of residential spaces for which assistance may be claimed under the contract. If multiple occupancy is permitted, then the type of residential space qualifying for assistance—e.g., “beds”—must be specified in the assistance contract.
8	M	52670 #6.b	Number of Units Receiving Subsidy (Formerly Contracted Units Receiving Subsidy)	73	4	Numeric	Zero can be a valid entry. The number of residential spaces in (6a.) for which regular assistance is claimed for the entire month.
9	M	52670 #6.c	Number of Units Abated	77	4	Numeric	Zero can be a valid entry. Residential spaces in (6a.) where a formal cessation of assistance is in effect for the voucher month, e.g. due to natural disaster or health and safety reasons. Note: New field in 2.0.2.B
10	M	52670 #6.d	Number of Units Vacant (Formerly Contracted Units that are Vacant)	81	4	Numeric	Zero can be a valid entry. The numbers of residential spaces in (6a.) that are no longer occupied.

MAT30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11	M	52670 #6.e	Contracted Units Occupied by Market Rent Tenants	85	4	Numeric	Zero can be a valid entry. The number of residential spaces in (6a.) occupied by tenants responsible for paying market rent in the voucher month. If (6a.) includes a unit occupied by the property manager, account for it in this category.
12		52670 #7.a	Project-Based Exceptions in Use (Formerly Exception Used Project Count)	89	4	Numeric	Project Based Exceptions In Use. Obtain from column 12 of form HUD-52670-A part 1, Schedule of Tenant Assistance Payments Due, by counting all EP codes.
13		52670 #7.b	Project-Based Exceptions Allocated (Formerly Exception Allocated Project Based Count)	93	4	Numeric	Enter the number of exceptions the HUD Field Office has: 1. Approved for situations 2 through 6 of 4350.3, Exhibit 3-1; and 2. NOT taken back.
14		52670 #7.c	Tenant-Based Exceptions in Use (Formerly Exception Used Tenant Based Count)	97	4	Numeric	Obtain from column 12 of form HUD-52670-A part 1, Schedule of Tenant Assistance Payments Due, by counting all codes that begin with an "E" and end with "T".
15		52670 #7.d	Total Exceptions (Formerly Total Exception Count)	101	5	Numeric	Add 7b and 7c.

MAT30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
16		52670 #7.e	Project-Based Exceptions – Date Last Changed (Formerly Exception Last Change Date)	106	8	Date (MMDDYYYY)	Enter the date of the last HUD letter that increased or decreased the number of exceptions allocated to this project. Leave space blank if HUD has never given this contract any project-based exceptions.
17	M	52670 #9.a	Unit Regular Billing Count	114	4	Numeric	Number of Units Requesting Regular Assistance Payment. Zero can be a valid entry.
18	M	52670 #10.a	Regular Tenant Assistance Payments (Formerly Total Regular Payment Amount)	118	10	Numeric	Amount of Regular Assistance Payment requested. Permit negatives. Zero can be a valid entry. NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. –000000575. Positive values are unsigned.
19	M	52670 #9.b	Unit Adjusted Billing Count	128	4	Numeric	Number of units requesting an adjusted Assistance Payment. Zero can be a valid entry.
20	M	52670 #10.b	Adjustments to Regular Tenant Assistance Payments (Formerly Total Adjusted Payment Amount)	132	10	Numeric	Amount of adjusted Assistance Payment requested. Permit negatives. Zero can be a valid entry. NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. –000000575.
21	M	52670 #9.c	Special Claim Unit Billing Count	142	4	Numeric	Sum of Special Claims Units. Zero can be a valid entry.

MAT30 Section 2: Assistance Payment Summary Record
(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
22	M	52670 #10.c.i	Unpaid Rent (Formerly Total Approved Unpaid Rent Special Claims Payment Amount)	146	10	Numeric	Sum of Approved Unpaid Rent Special Claim Amounts. Zero can be a valid entry.
23	M	52670 #10.c.ii	Tenant Damages (Formerly Total Approved Tenant Damages Special Claims Payment Amount)	156	10	Numeric	Sum of Approved Tenant Damages Special Claim Amounts. Zero can be a valid entry.
24	M	52670 #10.c.iii	Rent-Up Vacancies (Formerly Total Approved Rent-up Vacancy Special Claims Payment Amount)	166	10	Numeric	Sum of Approved Rent-up Vacancy Special Claim Amounts. Zero can be a valid entry.
25	M	52670 #10.c.iii	Regular Vacancies (Formerly Total Approved Regular Vacancy Special Claims Payment Amount)	176	10	Numeric	Sum of Approved Regular Vacancy Special Claim Amounts. Zero can be a valid entry.

MAT30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
26	M	52670 #10.c.iv	Debt Service (Formerly Total Approved Debt Service Special Claims Payment Amount)	186	10	Numeric	Sum of Approved Debt Service Special Claim Amounts. Zero can be a valid entry.
27	M	52670 #10.d	Total Amount of Miscellaneous Accounting Requests	196	10	Numeric	Sum of Miscellaneous Accounting Requests. Permit negatives. Zero can be a valid entry. NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive numbers are unsigned.
28	M	52670 #10.e	Total Subsidy Authorized (Formerly Total Voucher Amount)	206	10	Numeric	Permit negatives. Total of all amounts in 52670, Part III, Column 10. NOTE: Enter negatives as right-justified, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.
29	M	52670 Part V	Owner Name	216	45	Alphanumeric	
30	M	52670 Part V	Owner Signed Name	261	45	Alphanumeric	Signed name.
31		52670 Part V	Owner Signed Title	306	20	Alphanumeric	Signed title.
32	M	52670 Part V	Owner Signed Date	326	8	Date (MMDDYYYY)	

MAT30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
33		52670 Part V	Owner Signed Phone Number	334	16	Alphanumeric	Signer's phone number.
The following fields are mandatory for CA-submitted vouchers							
34	MOC	52670 #11.a	Total Regular Payment Amount Approved by CA	350	10	Numeric	Contract Administrator Use Only Amount of Regular Assistance Payment approved by the CA. Permit negatives. NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.
35	MOC	52670 #11.b	Total Adjusted Payment Amount Approved by CA	360	10	Numeric	Contract Administrator Use Only Amount of adjusted AP requested. Permit negatives. Zero can be a valid entry. NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.
36	MOC	52670 #11.c.i	CA Approved Unpaid Rent Special Claims Payment Amount	370	10	Numeric	Contract Administrator Use Only Sum of Approved Unpaid Rent Special Claim Amounts. Zero can be a valid entry.
37	MOC	52670 #11.c.ii	CA Approved Tenant Damages Special Claims Payment Amount	380	10	Numeric	Contract Administrator Use Only Sum of Approved Tenant Damages Special Claim Amounts. Zero can be a valid entry.

MAT30 Section 2: Assistance Payment Summary Record
(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
38	MOC	52670 #11.c.iii	CA Approved Rent-up Vacancy Special Claims Payment Amount	390	10	Numeric	Contract Administrator Use Only Sum of Approved Rent-up Vacancy Special Claim Amounts. Zero can be a valid entry.
39	MOC	52670 #11.c.iii	CA Approved Regular Vacancy Special Claims Payment Amount	400	10	Numeric	Contract Administrator Use Only Sum of Approved Rent-up and Regular Vacancy Special Claim Amounts. Zero can be a valid entry..
40	MOC	52670 #11.c.iv	CA Approved Debt Service Special Claims Payment Amount	410	10	Numeric	Contract Administrator Use Only Sum of Approved Debt Service Special Claim Amounts. Zero can be a valid entry.
41	MOC	52670 #11.d	Total Amount of Miscellaneous Accounting Requests Approved by CA	420	10	Numeric	Contract Administrator Use Only Sum of CA Approved Miscellaneous Accounting Requests. Permit negatives. Zero can be a valid entry. NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.

MAT30 Section 2: Assistance Payment Summary Record

(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
42	MOC	52670 #11.e	Total Voucher Amount Approved by a CA	430	10	Numeric	Contract Administrator Use Only Permit negatives. This amount includes the sum of CA Approved Regular Payment Amount (field #34) and CA Approved Adjusted Payment Amount (field #35), CA Approved Special Claim Amounts (#36 through #40) and the CA Approved Miscellaneous Accounting Requests (#41). NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575.
Distribution of Subsidy Amount CA-Use Only							
43	MOC	52670 #12	Amount Applied to Mortgage	440	10	Numeric	The amount HUD deducts from the voucher payment to apply to a HUD-held mortgage. <i>Note: This amount assumes two decimal positions.</i>
44	MOC	52670 #13	Amount Applied to Debts	450	10	Numeric	The amount HUD deducts from the voucher payment to apply to a debt owed by the mortgagor. <i>Note: This amount assumes two decimal positions.</i>
45	MOC	52670 #14	Amount Paid to Project	460	10	Numeric	The amount paid to the project. <i>Note: This amount assumes two decimal positions.</i>
46	MOC	52670 #15	Amount Released from Reserves	470	10	Numeric	The dollar portion of Total Subsidy Authorized (III.5) released from the Residual Reserve Account. <i>Note: This amount assumes two decimal positions.</i>
47	MOC	CA Monitor	Voucher Approved Date	480	8	Date (MMDDYYYY)	Date Voucher was approved. Data Required for CA Monitoring

MAT30 Section 2: Assistance Payment Summary Record
(from 52670 & 52670-A, Part 1)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
48	MOC	CA Monitor	Amount of Correction	488	10	Numeric	Amount of overpayment or underpayment (negative) Data Required for CA Monitoring NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.

MAT30 Section 5: Approved Special Claim

(Submit one Section 5 for each Special Claim Type)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Values must equal "5."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Claim Type Code	7	1	Alphanumeric	Values are: 1 = Unpaid Rent 2 = Damages 3 = Rent-Up Vacancy 4 = Regular Vacancy 5 = Debt Service
4	M		Claim ID	8	14	Alphanumeric	Used for an audit trail relating to the entity approving the special claims. HUD Field Offices enter the Claim ID assigned by the TRACS Special Claim Logging System on the Intranet. PB-RFP CAs use the 800 series CA ID in the first five positions. 'Old' CAs use "1299" in the first four positions.
5	M		Claim Amount	22	10	Numeric	

MAT30 Section 6: Miscellaneous Accounting Request

(Submit one Section 6 for each Miscellaneous Payment Request)

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Alphanumeric	Value must equal "6."
2	M		Record Number	2	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
3	M		Misc. Request Type	7	4	Alphanumeric	<p>Value Codes are: SERV = Service Coordinators DRUG = Drug Related Expenses FORQ = Field Office initiated accounting adjustment OARQ = Owner/Agent initiated accounting adjustment</p> <p>Note: The following request type is valid only when submitted by a PB CA to report the amount of Interest Earned on the specific Project Account to HUD. INTA= Interest adjustment submitted by PB CA</p> <p>Note: The following request type is valid only when submitted by a CA to request an admin fee payment. ADMN= Amount of admin fee for a contract.</p>
4	M		Misc. Request Amount	11	10	Numeric	<p>Permit negative. NOTE: Enter negatives as right-adjusted, zero-filled negative numbers e.g. -000000575. Positive values are unsigned.</p>
5			Comment	21	78	Alphanumeric	

MAT31 Delete Voucher Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Record Identifier	1	5	Alphanumeric	Value must equal "MAT31."
2	M		Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.B." TRACS Release = 2.0.2. TRACS Version = B
3	M		Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record submitted under the VCHHR.
4	M		Voucher ID	18	10	Numeric	Submit the Voucher ID for the voucher to be deleted.
5	M	52670 #10.1	Voucher Date	28	8	Date (MMDDYYYY)	NOTE: DD is always "01." Voucher date of the voucher being deleted.
6	M	52670 Part V	Owner Name	36	45	Alphanumeric	
7	M	52670 Part V	Owner Signed Name	81	45	Alphanumeric	

VCHND Voucher Batch Trailer Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "VCHND."
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "2.0.2.B." TRACS Release = 2.0.2. TRACS Version = B
3	M	Record Number	13	5	Numeric	A sequential number beginning with 00001 for the VCHHR and incremented by 1 for each record including the VCHND. Each VCHND must be paired with a preceding VCHHR.

VCHER Voucher MAT Error Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Literal	1	27	Alphanumeric	Value: "Processing Mailbox ID: @*@"
2		Filler	28	10	Alphanumeric	Sender's Telecom Address has been discontinued. TRACS obtains this information from the Sprint Header. All messages related to the transmission are returned to this address.
3	M	Project's Telecom Address	38	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. (Formerly Mailbox ID) The last 5-positions are the HUD assigned number. (The last 5-positions are the HUD assigned number. The format is 'TRACMnnnnn'.
4		Record Identifier	48	5	Alphanumeric	Value: "VCHER."
5		Release/Version Number	53	7	Alphanumeric	Value must equal "2.0.2.B." TRACS Release = 2.0.2. TRACS Version = B
6		Record Number	60	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
7		Original Date Stamp	65	8	Date (MMDDYYYY)	The date stamp of the original transmission to which these error records apply.
8		Original Time Stamp	73	6	Time (HHMMSS)	The time stamp of the original transmission to which these error records apply.
9		Filler	79	10		Blank
10		Record Type Error	89	5	Alphanumeric	Value: "MAT30," "MAT31," "VCHHR" or "VCHND."
11		Record Section Error	94	1	Alphanumeric	Contains the section in which the error occurred if this record type has sections, otherwise leave blank.
12		Record In Error Record Number	95	5	Numeric	Contains the sequential record number of the record in error.

VCHER Voucher MAT Error Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
13		Field Number In Error	100	4	Numeric	Contains the field number of the field within the record that has the error.
14		Field Contents In Error	104	50	Alphanumeric	Contains the field contents in error. Field content is truncated after 50 characters. In some cases this field may contain a message instead of field contents. "MSG" will prefix this message.
15		Type Field Error	154	2	Alphanumeric	Values: D, F, N, P, T, X, , A1, A2, A3, A4, A5, A6, A7, A8, A9, or V1 Space = not field error See Appendix C of the MAT User Guide for associated message.
16		Type Mandatory Error	156	2	Alphanumeric	Values: K, S, V, Z, V2, V4, OR 2 Space = not mandatory error See Appendix C of the MAT User Guide for associated message.
17		Transmission Record Count Error	158	2	Alphanumeric	Values: E, Q, R, W, VO, V3 or V7 or V1 Space = not a count or sequence error See Appendix C of the MAT User Guide for associated message.
18		Site Reported Count	160	6	Numeric	If field 17 contains "E" or "Q," this will be the site reported value.
19		MAT Calculated Count	166	6	Numeric	If field 17 contains "E" or "Q," this will be the MAT calculated value. (For example, field #12 in VCHHR contains the number of vouchers (MAT30s) in this transmission. If the site reports 20 MAT30s and the MAT counts only 19 MAT30s, then field #18 in this record (VCHER) will contain 20 and field #19 will contain 19.)
20		Error Message Text	172	78	Alphanumeric	This field contains the error message text that is associated with an error code. The error codes and associated messages are defined in an Appendix of the MAT User Guide.

VCHTR Voucher Trailer Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Literal	1	27	Alphanumeric	SprintMail Value: "Processing Mailbox ID: @*@"
2			Filler	28	10	Alphanumeric	Sender's Telecom Address has been discontinued. TRACS obtains this information from the Sprint Header. All messages related to the transmission are returned to this address.
3	M		Project's Telecom Address	38	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5 positions are the HUD assigned number. (Formerly Mailbox ID) The format is 'TRACMnnnnn'
4			Record Identifier	48	5	Alphanumeric	Value: "VCHTR"
5			Release/Version Number	53	7	Alphanumeric	Value must equal "2.0.2.B." TRACS Release = 2.0.2. TRACS Version = B
6			Record Number	60	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
7			Original Date Stamp	65	8	Date (MMDDYYYY)	The date stamp of the original transmission to which these error records apply.
8			Original Time Stamp	73	6	Time (HHMMSS)	The time stamp of the original transmission to which these error records apply.
9			Error Date Stamp	79	8	Date (MMDDYYYY)	The date stamp of this transmission.
10			Error Time Stamp	87	6	Time (HHMMSS)	The time stamp of this transmission, not the actual time transmission occurred.
11			OA Defined Data	93	20	Alphanumeric	The same value as contained in the VCHHR field #6.
12			Sender Name	113	15	Alphanumeric	Sender's name.

VCHTR Voucher Trailer Record

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
13			Sender Street Address	128	20	Alphanumeric	Sender's address.
14			Sender City Name	148	15	Alphanumeric	Sender's city.
15			Sender State	163	2	Alphanumeric	Sender's state.
16			Sender Zip Code	165	5	Numeric	Sender's zip code.
17			Total Number Error Records	170	6	Numeric	The total number of type VCHER records sent.
18			Total Number of Field Errors	176	6	Numeric	The total number of field edit errors.
19			Total Number of Mandatory Errors	182	6	Numeric	The total number of mandatory field errors.
20			Total Number of Record Count Errors	188	6	Numeric	The total numbers of record count errors.
21			OA Software Vendor	194	20	Alphanumeric	Name of the software product used by the OA to create this submission.
22			OA Software Release/Version	214	10	Alphanumeric	The release or version number associated with the software used by the OA to create this submission.
23			CA Software Vendor	224	20	Alphanumeric	Name of the software product used by the CA to create this submission.
24			CA Software Release/Version	244	10	Alphanumeric	Mandatory for CA or other entities receiving submissions and forwarding them to TRACS. The release or version number associated with the software used to create this submission.
25			Agency Defined Data	254	20	Alphanumeric	Data defined by CA or other entities receiving submissions and forwarding them to TRACS.

VCHVC Voucher Transaction Control Record

The VCHVC is a control record returned to the submitter.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Literal	1	27	Alphanumeric	Sprint Header "Processing Mailbox ID: @*@"
2			Filler	28	10	Alphanumeric	Sender's Telecom Address has been discontinued. TRACS obtains this information from the Sprint Header. All messages related to the transmission are returned to this address.
3	M		Project's Telecom Address	38	10	Alphanumeric	The project's telecommunications identifier assigned by HUD. Positions 1-5 must contain "TRACM." The last 5-positions are the HUD assigned number. (Formerly Mailbox ID) The format is 'TRACMnnnnn'
4			Record Identifier	48	5	Alphanumeric	Value: "VCHVC"
5			Release/Version Number	53	7	Alphanumeric	Value must equal "2.0.2.B." TRACS Release = 2.0.2. TRACS Version = B
6			Record Number	60	5	Numeric	A sequential number beginning with 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
7			Original Date Stamp	65	8	Date	MMDDYYYY - The date stamp of the original transmission to which these record counts apply.
8			TRACS Date Stamp	73	8	Date	MMDDYYYY - The date stamp of this transmission
9			Original MAT 30s Passing MAT	81	5	Numeric	The number of original MAT30s that survived the MAT edit and were passed on to the Voucher Batch system
10			Correction MAT30s Passing MAT	86	5	Numeric	The number of correctional MAT30s that survived the MAT edit and were passed on to the Voucher Batch system

VCHVC Voucher Transaction Control Record

The VCHVC is a control record returned to the submitter.

MAT Field	Note	Voucher Field	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
11			MAT31s Passing MAT	91	5	Numeric	The number of MAT31s that survived the MAT edit and were passed on to the Voucher Batch system
12			Original MAT 30s Submitted to MAT	96	5	Numeric	The number of original MAT30s (Voucher Id is (9-filled) that passed the transmission edit and were submitted to the MAT edit.
13			Correction MAT30s Submitted to MAT	101	5	Numeric	The number of correctional MAT30s (Voucher Id is < 9999999999) that passed the transmission edit and were submitted to the MAT edit.
14			MAT31s Submitted to MAT	106	5	Numeric	The number of MAT31s that passed the transmission edit and were submitted to the MAT edit.